



POSITION DESCRIPTION

Title: Informaticist
Reports To: Executive Director
FLSA Status: Hourly

Key Objective:

This position is focused on developing and supporting various data projects at PHIX.

Key Responsibilities:

- Managing and supporting the entire cycle of projects, including analysis, design, implementation, and support.
- Working closely with PHIX's leadership and subject matter experts to determine the business needs for interfaces, document the requirements, and configure the interfaces per the requirements.
- Performing detailed quality assurance assessments of interfaces to ensure that data is displaying properly in the health information exchange's clinical viewer.
- Supporting different PHIX initiatives, including the development of new functionality. This may include system design, project management, and client engagement.
- Managing support calls from users and troubleshooting as necessary.
- Training PHIX users on how to use the health information exchange and other PHIX services.
- Training other staff members on various tasks, particularly the daily tasks performed by the Data Analysts.
- Supporting the management of PHIX's daily operations, including coordinating PHIX staff members to ensure that projects are completed as expected in a timely manner.
- Supporting the management of PHIX's privacy and security, including performing internal audits and supporting third-party audits.
- Other duties and responsibilities as assigned.

Qualifications:

- Able to learn in a fast-paced, team environment
- Bachelors in computer science, engineering, business, health information technology, nursing, data science, or related field.
- Ability to problem-solve and clearly communicate potential solutions.
- Ability to work on a team.

Competencies:

- Ability to prioritize and manage work against a plan.
- Flexible and responsible work ethic in order to achieve objectives.
- Comfortable in a team environment



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Working Conditions:

- Evening and weekend work may be required.
- Repetitive motion in the operation of a computer.
- Frequent sitting required, occasional standing, bending and stooping.
- Work conducted in office environment with occasional in-town travel.